DEPARTMENT: Department of Child Support Services
BY: Debra Walton
PHONE: 966-3400

RECOMMENDED ACTION AND JUSTIFICATION:
Approve lay-off of the Child Support Services Compliance Technician effective June 1, 2004 through the next fiscal year until such time as funds are made available from the State to refill the position. The curtailment of funds from the State has impacted the Child Support Services Department wherein it has forced a reduction in staff. (See Attachment 1, email from Executive Director of the State Directors Association). According to the State, this is not a mandatory position as are other positions within the department. The workload of this position will be absorbed and carried out by the remaining staff. (See Attachment 2, Memo to the Board).

The employee as well as the entire department staff has been notified of this proposed action. The Compliance Technician is a Merit System Services’ position and staff of Merit System as well as the County Personnel Office has been involved in ensuring that the proper lay-off procedures are followed.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
None on this action.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes ( ) No  Current FY Cost: $
Budgeted in Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $
Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue  4/5's vote
Transfer Between Funds  4/5's vote
Contingency  4/5's vote
( ) General ( ) Other

List Attachments, number pages consecutively

Vote - Ayes: Noes: 
Absent: 
Approved
Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

Revised Dec. 2002
April 26, 2004

To: The Board of Supervisors

Re: Layoff of Child Support Compliance Technician
   Agenda Item for May 4, 2004

As a beginning point of reference let me explain that the budget allocation for Mariposa County Department of Child Support Services comes from the State Dept of Child Support Services through Federal and State funds. No county funds have been used in the past to supplement the office budget.

In the current budget year 2003/2004 the Mariposa County Child Support Budget Allocation was reduced by 5%. For fiscal year 2004/2005 all child support offices in the state have been directed to prepare a flat budget. Both of these years we have seen a substantial increase in salaries and benefits. In addition three office employees retired within a twelve month period which has added some new costs to our budget.

The budget in 2003/04 was balanced by leaving an (80%) child support specialist position unfilled when that position was vacated by retirement, as well as implementing other cost saving measures such as eliminating video conference service and reducing all supplies and services to minimum levels.

When planning for the 2004/2005 budget year, it became apparent that with the additional increased costs of salaries and benefits, cost allocation (A-87) and insurance that we would have a shortfall of approximately $50,000. The total allocation we will receive from the State is $651,000. Salaries and benefits for current staff will total $526,000 leaving $124,500 for supplies and services. Our supplies and services at a bare minimum require about $170,000. The only area to make a substantial cut to the budget was on the salaries side. By reducing our staff by one position this cost can be absorbed.

When checking our third quarter salary and benefits worksheet for 2003/04 it was found that salaries and benefits for our office had been under-projected in the budget process and there are not enough funds to cover all positions for this year. By the lay off of the targeted position for the 2004/2005 budget year one month sooner our budget requirements can be met. Salaries were
under budgeted, vacation benefits paid out for a retiree were more than expected, and vacation benefits for the laid off position will need to be paid out of this years budget.

The targeted position was chosen for lay off because it was the one position in the office that could be most easily absorbed by several other staff.

Sincerely,

Debra Walton
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: Debbie Walton, Child Support Services Director

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: LAY-OFF OF THE CHILD SUPPORT SERVICES COMPLIANCE TECHNICIAN
Resolution No. 04-178

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 4, 2004

ACTION AND VOTE:

Debbie Walton, Child Support Services Director;
Approve Lay-Off of the Child Support Services Compliance Technician Effective June 1, 2004 and
Through the 2004-2005 Fiscal Year and Until Such Time as Funds are Made Available from the State to
Refill the Position

BOARD ACTION: Discussion was held with Debbie Walton, and she advised that the affected employee,
Tammie Guenthart, was present. Discussion was held relative to efforts to transfer the affected employee
to another department or to coordinate with another County. Chairman Parker called for input from the
public, and none was received. (M)Pickard, (S)Stetson, Res. 04-178 was adopted approving the lay-off of
the position as recommended/Ayes: Unanimous. Supervisor Bibby asked that Personnel continue to work
with the employee to try and find another position.

cc: Mary Hodson, Deputy County Administrative Officer
    Ken Hawkins, Auditor
    Sandi Laird, Administrative Analyst-Administration
    File